

Town of Lebanon
Safety Committee
Monday, October 24, 2016- **2:00 p.m.**
Town Hall
Upper Conference Room
MINUTES

- 1.0 Call to Order: Chairman Linda McDonald called the meeting to order at 2:06 p.m. The following department representatives were present: Donna Maheu (Library), Highway Foreman Jay Tuttle and Jim Prescott (Transfer Station). Representatives from Senior Center, Animal Control, Fire Department, CIRMA, and Police were not present.
- 2.0 Approval of Minutes from July 25, 2016 regular meeting: D. Maheu MOVED to approve the minutes from the July 25, 2016 regular meeting as presented. J. Prescott SECONDED. MOTION CARRIED 3:0:1 with J. Tuttle abstaining.
- 3.0 Approval of 2017 Meeting Schedule: J. Tuttle MOVED to approve the 2017 Meeting Schedule as presented. D. Maheu SECONDED. MOTION CARRIED 4:0:0.
- 4.0 OSHA Inspection Update: L. McDonald reported on the three remaining compliance issues not yet abated.
- 5.0 Discussion by Department: Incidents/Accidents; Safety Issues; Safety Improvements; new requests or suggestions
 - Public Works: J. Tuttle reported on an accident with a worker jumping from a backhoe over the summer.
 - Library: D. Maheu expressed concern there was no proper lighting on the parking lot area where employees park. L. McDonald will contact the Facilities Director to inspect. Discussion followed on shoveling the main entrance of the library facing Exeter Road.
 - Transfer Station: J. Prescott had nothing to report.
 - Town Hall: L. McDonald reported on employee falling on main level of Town Hall and an incident last week where something burning and smoking in the toaster oven on lower level did not set off the building's smoke alarms.
- 6.0 Adjournment: J. Tuttle MOVED to adjourn the meeting at 2:28 p.m. D. Maheu SECONDED. MOTION CARRIED 4:0:0.

Respectfully Submitted,
Linda McDonald, Chairman